



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## SOIL CONSERVATION REPRESENTATIVE II

Job Number: 20001441

Job Code: 71020V161016

Job Group: 7100 - AGRICULTURAL AND WILDLIFE SCIENCE

Job Established: 06/16/1982

Job Revised: 10/16/2016

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Assists conservation district boards and provide technical assistance and training of district officials in the planning, implementation and administration of programs for natural resource development within an assigned geographic area; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree in agriculture

#### **EXPERIENCE:**

Must have one year of agricultural experience.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Agricultural experience will substitute for the college education on a year for year basis.

### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must possess a valid driver's license prior to appointment in this classification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Assists conservation district officials in the preparation of immediate, annual and long range plans for natural resources development. Coordinates plans and programs with other agencies and provide technical assistance and training to conservation district officials. Works with the district boards in the preparation of the annual budget, equipment records, financial ledgers and reports and the annual financial report. Provides technical assistance in the organization and administration of watershed conservancy districts. Interprets policies, procedures and regulations of the Kentucky Soil and Water Conservation Commission and the Food Security Act of 1985, which includes the Conservation Reserve, the Sodbuster, Swampbuster and Compliance Sections of this act. Assists in planning and implementing education and information programs which includes preparing newsletters, news articles, pamphlets, brochures and reports. Participates in local television and radio programs. Arranges conservation displays for fairs, shows and store windows. Presents programs on conservation to schools, civic clubs and other organizations. Arranges and presents workshops. Instructs district clerks in record keeping, reporting and general office procedures.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in a field setting. Travel and extreme weather conditions may pose hazards.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*